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## DURHAM CRUSADERS MANAGERS MEETING

### Record Keeping & Distribution:

The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible. Documentation will have to be completed following all games as well, and it is a good idea to have extra forms on hand.

- Team rosters
- Team contact info
- Team schedule
- Medical forms
- Accident & insurance reports

### Code of Conducts:

Signed Player Code of Conducts are to be collected from each player on the team and kept on file. Signed Parent Code of Conducts are to be collected from each parent including bench staff on the team and kept on file.

### Game Report:

Following each game the winning team (or home team in case of a tie) is required to: a) submit the game score to the League within 24 hours via the online game submission tab b) submit a hard copy of the game report to the league mail box (UPS store at Garden & Rosslund, Whitby). Before submitting a game report, it must first be signed by the referees and by both teams.

Teams will receive a supply of game sheets at the beginning of the season to cover regular season and playoff home games. It is the home team's responsibility to provide the time keeper a properly completed game sheet 15 minutes prior to the start of the game. The following information must appear on the game sheet:

***Game Number***

***Date***

***Division (Mite, Tyke, Atom, Peewee, Bantam, Midget)***

***Category (LL, AE, CC)***

***Location of Game***

***League (i.e. EOMHL, Three County, Victoria Durham League)***

***Game Type (playoff, league)***

***Curfew Time (initialled by both coaches)***

***Flood***

***Length of game*** (Mite/Tyke/Atom LL 10/10/10 - no flood; Peewee LL&CC/Bantam LL& CC 10/15/15 no flood on 90 minutes of ice; Atom AE/Peewee AE 15/15/15 flood and 2hrs ice; Midget CC & LL 10/15/15 flood and 2 hrs ice to allow for flood)

***Suspended Players***

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Teams participating in Three County and Victoria Durham League are ***not permitted to use printed labels*** on the game sheets.

***Bench staff must sign beside the position that they are officially rostered to on the team.*** The only person who can sign in the Head Coach section is the Head Coach or the Assistant Coach if the Head Coach is absent. Bench staff who are not attending the game should not appear on the game sheet. Following each game teams are required to: a) submit the results on the game results tab on the CYO website within 24 hours of the game; b) submit a hard copy of the game report (white copy if home game/ copy of game sheet if away) within 48 hours of the game: c) all suspensions must be reported to the VP Players & VP Hockey Operations the day they occur and a scanned copy of the game sheet must be forwarded to both contacts above within 24 hours of the game. ***NOTE\* the league will confirm the number of games the suspended individual will be required to server. All suspensions must be recorded on the suspension section of the game sheet.***

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### **Referees/Timekeepers**

It is the responsibility of the Manager to ensure that the referees and timekeepers are paid for their services. Timekeepers are paid \$10 for a 10/10/10 game \$15 for a 10/15/15 game and \$20 for a 15/15/15 game.

Please refer to the manager's manual for 2014/2015 Referee rates for your games.

Ensure game officials are paid prior to the start of each game and make separate payment envelopes for each game official (avoid all coin).

### **Organizing of Games:**

For a game to run smoothly and follow all regulations, the Team Manager must not only monitor what is happening during the game, (such as off-ice conduct), but they must put in time prior to each game to ensure all positions are staffed. Tasks can be divided in to pre game, during game, and post game. .

1. Pre Game Prior to the game the Team Manager has many duties: • Pay officials; • Ensure gate fee collection is monitored; • Check dressing rooms and secure; • Organize volunteers if necessary.
2. During the Game During the game, the Team Manager's main role is supervision. This may include: • Fill in for a volunteer parent if they need a break; • Monitor off-ice conduct of players and parents; • check that the dressing rooms have remained secure.
3. Post Game the Team Manager's post game duties include: • Ensure rink has been left in good condition (dressing rooms); • Submit the game report to Association or League;

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### **Applying for Tournaments:**

Teams should select the tournaments that they wish to attend based on the preferred tournament weekends (see below). It is imperative that tournaments do not conflict with the team's ability to complete their season or playoff game commitment.

**Preferred dates: Oct 11-12, Nov 28-30, Dec 5-7 and Jan 9-11**

- After game schedules have been finalized teams can then submit the required Tournament Request form and forward to the **VP-Players (vpplayers@gmail.com)** and the **VP Hockey Operations (vp hockeyoperations@gmail.com)** for approval. All requests must be submitted at least 4 weeks prior to the tournament. Failure to submit as above may result in delayed approval.
- Teams will not be permitted to participate in any tournament that is not a sanctioned OMHA tournament or approved by the OMHA.
- AE teams are only permitted to participate in Representative tournaments at the AE level or above.
- CC teams are only permitted to participate in Representative tournaments at the CC level or below.
- LL teams are permitted to participate in LL tournaments – they may not participate in Select, Minor Development or Representative Tournaments.
- Copies of all game sheets must be submitted to the VP Hockey Operations within 48 hours of the completion of the Tournament. Suspensions must be reported to the VP-Players and VP Hockey Operations the day they occur.

***Note: Please remember that only a select number of teams will be approved to attend tournaments on any given weekend. This ensures that the allocated league ice is used.***

### **Exhibition Games**

All teams wishing to in Exhibition games at home or in another centre must complete the exhibition game request for and forward it to the VP Players and the VP Hockey Operations for approval at least two weeks prior to the game date. Rep and LL teams may only participate in Exhibition Games with another OMHA registered team. The league will arrange for officials (refs & timekeepers) for home games; however payment of the officials is the responsibility of the team.

### **Team Finances:**

The Team Manager is responsible for the team's finances; however, it is a good idea to appoint a Team Treasurer so that one individual is able to focus on this important area. The Team Treasurer is responsible for collecting, banking and distribution of all funds.

The executive have broken down the team fees into 3 separate payments for the REP and 3 separate payments for the relevant LL divisions. If by chance your team wishes to pay all on the first payment due date, then by all means do so. If your team can not make a payment date you must contact the league treasurer at [crusadertreasurer@gmail.com](mailto:crusadertreasurer@gmail.com) ASAP with the reasons so that a new payment date can be reviewed and agreed upon. All cheques are to be made payable to OSHAWA CYO.

***Please schedule at beginning of manual for team fee submission dates.***

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## **Budgeting**

Budgeting should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed. A budget template spreadsheet will be provided to each team prior to the start of season. Team budgets and financial statements must be submitted to the VP Players and the Association Treasurer as follows:

Initial Team Budget: October 17, 2014 Mid-Season Financials: January 16, 2015 Final Team Financials: March 27, 2014

## **Team Account**

A team account should be set up at the beginning of the season with a recognized Canadian financial institution.

- Ensure that the account requires two signatures. Two signatures will be required on any cheque that is written on the team's behalf. The two individuals (and any others that have signing authority) should not have a personal relationship or connection outside of the team.

This separation of duties means that no single person is responsible for a transaction from start to finish.

- The Team Manager and the parents should receive a copy of the account's monthly statement.
- Any unforeseen payments that arise should be discussed with the parents before any transaction takes place.
- Ensure receipts are obtained or a copy provided for all transactions that take place.
- When selecting an account type, the team may want to select an account that will return used cheques with the monthly statements so that these notes are available for justification.

### ***When organizing a team account DO NOT:***

- Set up or allow the use of debit cards on the account
- Write cheques made out to cash

## **Team Websites Reminder**

Please ensure that you have set up your team website as per requested. If you have any questions or issues, you are to contact Peter Singfield at [singfipe@gmail.com](mailto:singfipe@gmail.com)

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**Things to We are working on:**

Easy score submission feature on the league website

Very soon the website will automatically link to the AE and CC team's standings through the OMHA

Ice swap tab

Tournament Request submission feature

Exhibition Request submission feature

Equipment swap/for sale tab

***All the best to you and your team this season - Let's play hockey!***